



# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
www.ladpw.org

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

August 5, 2004

IN REPLY PLEASE

REFER TO FILE: **PJ-1**

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**LADERA COUNTY PARK GENERAL IMPROVEMENTS PROJECT  
APPROVE TOTAL PROJECT BUDGET  
ADOPT AND ADVERTISE  
SPECS. 6611; C.P.s 86429 AND 77099  
SUPERVISORIAL DISTRICT 2  
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND  
THE INTERIM DIRECTOR OF PARKS AND RECREATION THAT YOUR BOARD:**

1. Find that the project is categorically exempt under the California Environmental Quality Act Guidelines in accordance with Article 19, Sections 15301(a), (c), (d), and (e)(1); 15302; and 15304(b) and under Classes 1(c), (d), (g)(1), and (x); 2; and 4(c) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.
2. Approve the total project budget of \$1,978,100 for the Ladera County Park General Improvements Project, as detailed in Enclosure A, and authorize the Director of Public Works to carry out the project.
3. Adopt plans and specifications for the construction of the Ladera County Park General Improvements Project at an estimated construction cost of \$1,347,000 funded by the Safe Neighborhood Parks Propositions of 1992 and 1996, Second District Discretionary Capital Project Net County Cost, Park In-Lieu Fees Special Fund, and State Proposition 12

Roberti-Z'Berg-Harris Grant Funds and instruct the Executive Officer to advertise for bids to be received and opened on September 21, 2004, in accordance with the "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).

4. Authorize the Director of Public Works to execute a consultant services agreement with the apparent lowest responsible bidder to prepare a baseline construction schedule for a not to exceed fee of \$3,000 funded by existing project funds.
5. Approve the Youth Employment Plan (Enclosure C).

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will allow Public Works to solicit construction bids for the Ladera County Park General Improvements Project. The project consists of renovating and expanding the existing community building to include restrooms; reconstructing one existing restroom building; renovating the tennis court, play area, and group picnic shelter; regrading and planting to stabilize the western park slope; constructing new concrete walkways; and installing new landscaping and site furnishings.

The project also includes five additive alternates that may be awarded if favorable bids are received. The lowest bidder will be determined by adding the lump sum base bid and all additive alternates for a total lump sum bid. However, the final selection of additive alternates to be awarded will be at the discretion of the County. The additive alternates are estimated at a combined value of \$90,863 and include:

- Constructing a retaining wall at the east side of the park
- Replacing the picnic shelter's concrete slab
- Installing planting and irrigation around the play area and east side of the community building
- Constructing a decomposed granite pad area with concrete header at the picnic shelter
- Providing colored concrete in lieu of conventional concrete around the play area

Parks and Recreation will employ at-risk youth to perform preconstruction site preparation for the project. In addition, the project includes reroofing the existing amphitheater dressing room building, which will be done by Parks and Recreation.

The proposed agreement with the apparent lowest responsible bidder to prepare a baseline construction schedule that conforms to the County's schedule specification is critical to successfully manage construction activities by both the contractor and the County, and a responsible contractor must be able to produce such a construction schedule. Bid specifications provide that if the apparent lowest bidder fails to complete an acceptable schedule, the Director may return to your Board to recommend that the bidder be determined nonresponsible and recommend awarding the construction contract to the next lowest bidder, contingent on the bidder completing a baseline schedule that conforms to the County's specifications.

#### **Implementation of Strategic Plan Goals**

These actions are consistent with the County's Strategic Plan Goals of Fiscal Responsibility and Children and Families' Well-Being as the project is an investment in public infrastructure and will provide enhanced recreational opportunities that will assure good health and social well-being.

#### **FISCAL IMPACT/FINANCING**

Public Works' fair construction cost estimate for the base construction contract is \$1,347,000, not including \$90,863 for the five additive alternates. The total project cost, including plans and specifications, plan check, construction, at-risk youth employment, trellis refurbishment previously completed by the Internal Services Department, consultant services, miscellaneous expenditures, and County services, is currently estimated at \$1,978,100, not including the additive alternates.

The project is currently funded from the Safe Neighborhood Parks Propositions of 1992 and 1996 (\$80,100); Second District Discretionary Capital Project Net County Cost (\$574,000); Park In-Lieu Fees Special Fund (\$26,000); and the Safe Neighborhood Parks, Clean Water/Clean Air, Coastal Protection Bond Act of 2000 (State Proposition 12) Roberti-Z'Berg-Harris Grant Funds (\$1,298,000).

Sufficient appropriation for the estimated total project cost is available in the Fiscal Year 2004-05 Capital Projects Budget (C.P.s 86429 and 77099) to fund this project.

The Project Schedule and Budget Summary are included in Enclosure A.

### **Operating Budget Impact**

Based on the project scope and current salary and employee benefit rates, Parks and Recreation estimates an increase of \$7,700 in annual, ongoing operating costs for utilities and maintenance services and supplies. If the proposed additive alternates are included as part of the project, Parks and Recreation does not anticipate incurring any additional one-time start-up or annual, ongoing operating costs.

The Chief Administrative Office is currently reviewing the operating cost estimates and will work with Parks and Recreation to determine the appropriate operating requirements and available funding. Based on the current project schedule, expenditures to operate and maintain the project improvements are currently expected to begin in Fiscal Year 2005-06.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard construction contract, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration of contract award, bidders will be required to attest their willingness to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, about Board Policy 5.135, the Safely Surrendered Baby Law, and that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

Bidders will also be required to show full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Services Program).

To ensure that the contract is awarded to a responsible contractor with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, their civil litigation history, and information regarding prior criminal convictions. The information reported will be considered before making a recommendation to award.

Under the provisions of the Los Angeles County Regional Park and Open Space District policy, Parks and Recreation is actively pursuing employment opportunities to meet the County's Youth Employment Minimum Obligation. The estimated cost of the Youth Employment Plan for this project is \$5,586 as detailed in Enclosure C. In addition, the plans and specifications encourage the contractor to employ at-risk youth on the project.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed project is categorically exempt under the CEQA in accordance with Article 19, Sections 15301(a), (c), (d), and (e)(1); 15302; and 15304(b) and under Classes 1(c), (d), (g)(1), and (x); 2; and 4(c) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, because the project will involve reconstruction, repair, and minor alterations of existing park facilities, involving negligible or no expansion of use beyond that previously existing at the park. A Notice of Exemption will be filed with the County Clerk.

### **CONTRACTING PROCESS**

Advertising for bids will be in accordance with the County's standard "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).

Following receipt of bids scheduled for September 21, 2004, we will return to your Board for construction contract award.

As requested by your Board on February 3, 1998, this contract opportunity will be listed on the "Doing Business with Us" website.

Participation by Community Business Enterprises in the project is encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBE.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The park, including the community building, will remain open during the six-month construction duration, scheduled to begin in December 2004. Access will be limited to the assembly room of the community building, play area, and the picnic shelter during construction. In addition, the restroom building near the play area will be closed for reconstruction. The contract requires the contractor to provide temporary restroom facilities for public use during construction of the restroom building.

The project specifications require the contractor to coordinate its construction schedule with the daily functions and activities of the park facility to minimize disruption of services and to maintain access to the park areas during construction.

### **CONCLUSION**

Please return one adopted copy of this letter to the CAO (Capital Projects Division), Parks and Recreation, and Public Works.

Respectfully submitted,

DONALD L. WOLFE  
Interim Director of Public Works

DAVID E. JANSSEN  
Chief Administrative Officer

RUSS GUINEY  
Interim Director of Parks and Recreation

DB:njc  
U:\general\park\Ladera\admin\boardletter\Adopt

Enc. 3

cc: County Counsel  
Department of Public Social Services (GAIN/GROW Program)  
Office of Affirmative Action Compliance

August 5, 2004

**ENCLOSURE A**

**LADERA COUNTY PARK GENERAL IMPROVEMENTS PROJECT  
APPROVE TOTAL PROJECT BUDGET  
ADOPT AND ADVERTISE  
SPECS. 6611; C.P.s 86429 AND 77099**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Construction Documents	04/22/04*
Jurisdictional Approvals	05/24/04*
Construction Award	11/30/04
Construction Start	12/22/04
Substantial Completion	06/20/05
Final Acceptance	08/19/05

\*Actual completion date

## II. PROJECT BUDGET SUMMARY

Budget Category	Proposed Project Budget
Plans and Specifications	\$ 120,000
Plan Check	\$ 12,750
Construction	
Construction	\$ 1,347,000
Change Order Contingency	134,700
Youth Employment*	9,027
Dressing Room Roof	16,500
Trellis (completed by ISD)	21,592
Total Construction	\$ 1,528,819
Equipment	\$ 0
Consultant Services	\$ 64,070
Miscellaneous Expenditures	\$ 9,525
County Services	\$ 242,936
<b>TOTAL</b>	<b>\$ 1,978,100</b>

\* Includes youth labor, materials, and supervision.



August 5, 2004

**ENCLOSURE B**

**LADERA COUNTY PARK GENERAL IMPROVEMENTS PROJECT  
APPROVE TOTAL PROJECT BUDGET  
ADOPT AND ADVERTISE  
SPECS. 6611; C.P.s 86429 AND 77099**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, Eighth Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE  
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishing all materials, labor, and equipment required to complete construction for the following work:

<b><u>SD</u></b>	<b><u>SPECS</u></b>	<b><u>PROJECT</u></b>	<b><u>BID DOC.</u> <u>FEE</u></b>	<b><u>DATE OF BID</u> <u>OPENING</u></b>
2	6611	Ladera County Park General Improvements Project 6027 Ladera Park Avenue Ladera Heights, CA 90056	\$50	09/21/04

Copies of the project manual and drawings may be obtained at the Cashier's Office, Department of Public Works, First Floor, 900 South Fremont Avenue, Alhambra, California 91803, for the fee stated above. For bid information, please call Ms. Kathleen Gandara of Architectural Engineering Division at (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's Office before 10:45 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 11:00 a.m. on this date in Conference Room D, First Floor, at 900 South Fremont Avenue, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess an "A" or "B" license classification at the time of bid. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

### **PRE-BID CONFERENCE**

Public Works will hold a pre-bid conference at 10:00 a.m., on Tuesday, August 31, 2004, at the project site located at 6027 Ladera Park Avenue, Ladera Heights, California 90056, to provide information on the project, bidding process, and address any questions that potential bidders may have. For further directions, please contact Ms. Kathleen Gandara with the Department of Public Works at (626) 458-2566.

### **OTHER INSTRUCTIONS**

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code to contract with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en Español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, Public Works can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.



Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 South Fremont Avenue), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (626) 458-4081 o TDD (626) 282-7829, de lunes a jueves de las 7:00 a.m. a 5:30 p.m.

Enclosure B  
August 5, 2004  
Page 3

By order of the Board of Supervisors of the County of Los Angeles, State of California,  
dated August 17, 2004.

Specs. 6611

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER  
OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES

August 5, 2004

**ENCLOSURE C**

**LADERA COUNTY PARK GENERAL IMPROVEMENTS PROJECT  
APPROVE TOTAL PROJECT BUDGET  
ADOPT AND ADVERTISE  
SPECS. 6611; C.P.s 86429 AND 77099**

**YOUTH EMPLOYMENT PLAN**

**Background**

The project consists of renovating and expanding the existing community building to include restrooms; reconstructing one existing restroom building; renovating the tennis court, play area, and group picnic shelter; regrading and planting to stabilize the western park slope; constructing new concrete walkways; and installing new landscaping and site furnishings.

The project will also include five additive alternates if favorable bids are received. The additive alternates include:

- Constructing a retaining wall at the east side of the park
- Replacing the picnic shelter's concrete slab
- Installing planting and irrigation around the play area and east side of the community building
- Constructing a decomposed granite pad area with concrete header at the picnic shelter
- Providing colored concrete in lieu of conventional concrete around the play area

Parks and Recreation will employ at-risk youth to perform preconstruction site preparation.

**Task(s) that may be Performed by At-Risk Youth**

- Remove two drinking fountains
- Remove tennis court fence and posts

**Estimated Cost of Youth Employment**

Total estimated hours of youth employment	588
Cost per hour	\$ 9.50
Total estimated cost of youth employment	\$ 5,586

### **Method of Youth Employment**

Youth referrals for employment will be provided by the Los Angeles County Department's of Children and Family Services, Community and Senior Services, Public Social Services, Probation, and/or by a school district. In addition, the contract documents will require the Contractor to make a good faith effort to employ at-risk youth from the community in which the project is being carried out in conformance with the County's definition of "at-risk-youth."

### **Youth Employment Goal**

Under the provisions of the Los Angeles County Regional Park and Open Space District policy on employment of at-risk youth, the youth employment minimum obligation of the County of Los Angeles is \$15,739,750 (equal to 50 percent of the total maintenance and servicing funding from Proposition A of 1992 and 1996). Parks and Recreation is actively pursuing employment opportunities for at-risk youth on all projects. The current plan to meet the County's YEG is as follows:

	<b><u>YEMO Goal</u></b>	<b><u>Accomplished</u></b>	<b><u>Remaining</u></b>
Project Support	\$ 5,246,583	(\$ 786,143)	\$ 4,460,440
Maintenance	\$ 5,246,583	(\$ 253,525)	\$ 4,993,058
Other New Youth Employment*	\$ <u>5,246,584</u>	(\$ <u>677,616</u> )	\$ <u>4,568,968</u>
<b>YEMO Total</b>	<b>\$15,739,750</b>	<b>(\$ 1,717,284)</b>	<b>\$14,022,466</b>

\* Various parks and other County programs